

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Executive Officers
Departments and Agencies

DATE: September 3, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: PURCHASE CARD

The State, through my office, has just embarked on a new program by which purchases of goods and services can be streamlined and administratively functional. This program will be facilitated by the use of a "PURCHASE CARD" (credit card).

My office will be introducing the use and concepts of the purchase card program to each State agency over the next several months. This program is intended to minimize the amount of payment documents that is currently required and also provide the State with a more comprehensive method in accumulating specific purchasing and accounting data.

This program is produced and managed by JP Morgan Chase. All of the technical accounting and verification will be processed through the use of the Internet. The payment process for these transactions will be centrally billed (ex. W.B. Mason Co., Inc.), thus reducing the paper work that is currently required through our RI-SAIL system.

My office will keep you informed as developments occur.

cc: Chief Financial Officers

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CEO:03-03